

ISSUANCE TRANSMITTAL
SHEET

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National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1620.1F, Ch 1	Date: July 10, 1989
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Material Transmitted:

1. Management Instruction, MMI 1620.1F, Ch. 1, subject: "Lock and Key System."
2. Make the following pen and ink changes:
 - a. Change Originating Organization code from AS01 to CN01.
 - b. Add the following paragraph 3.c.(5) "The room is used for open storage of procurement sensitive information."

(Orig s/by)
C. D. Bean
Director
Administrative Operations Office

Distribution:
SDL 2

Filing Instructions:

Make the pen and ink changes indicated above and file this transmittal sheet in front of MMI 1620.1F.

S H E E T

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
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Issuance Number: MMI 1620.1F

Date: October 21, 1981

Material Transmitted:

1. Management Instruction, MMI 1620.1F, subject: Lock and Key System.
2. This Instruction has been revised to transfer the responsibility for the Lock and Key System from Facilities Office to Management Services Office and to make editorial changes.

Filing Instructions:

Remove MMI 1620.1E and insert the attached MMI 1620.1F in its place.

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
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Originating Organization:	Effective Date:	MMI:
CN01	Oct. 21, 1981	1620.1F

Subject: LOCK AND KEY SYSTEM

1. PURPOSE

To state the policy and outline the procedures (Attachment A) governing the MSFC security lock and key system.

2. SCOPE

This Instruction is applicable to all MSFC and contractor personnel located at MSFC, Huntsville, Alabama. The principles embodied herein apply to MAF and SCC.

3. POLICY

- a. Master keys will be stored in the same manner as classified material, handled under a continuous receipt system, and will not be removed from the Center. Master keys will be issued only to the MSFC Security Division.
- b. Keys will be issued by the Security Division only to Lock and Key Coordinators. Lock and Key Coordinators will in turn issue keys on a hand receipt to MSFC employees and contractor employees on a need basis.
- c. Keys will be issued only when there is an established official need under the following criteria:
 - (1) The building is opened and secured by the occupants.
 - (2) Frequent and recurring access to a locked building is required during non-duty hours.
 - (3) The room or area contains valuable or sensitive equipment and/or supplies which must be protected.
 - (4) The room is approved for open storage of Privacy Act Material.
 - (5) The room is used for open storage of procurement sensitive information.

- d. Only MSFC security locks will be used to secure gates, buildings, trailers, and rooms. Where feasible, exterior building entrances will be secured by internal fasteners.
- e. The number of keys issued per lock will be limited to six.
- f. Keys will not be issued for the convenience of an individual. Unlock service is available from the Protective Service Control Desk.
- g. MSFC security locks will not be used to secure tool boxes, cabinets, and other such containers. Locks for such containers may be obtained through regular supply channels.

4. RESPONSIBILITIES

a. Chief, Security Division

Will serve as custodian of the MSFC security lock system, issue and receive keys, provide installation and maintenance services necessary, review requests for MSFC security system locks and keys, and investigate the loss of keys.

b. Directors/Managers of Offices/Laboratories

Will appoint, if required, Lock and Key Coordinators to request, account for, and control keys issued for their areas of responsibility.

c. MSFC Employees and Contractor Personnel

When issued keys, will adequately safeguard them, use them only for official business, and immediately report the loss of a key to the Lock and Key Coordinator.

5. RECISION

This Instructions supersedes MMI 1620.1E.

(Original signed by)

John S. Potate

Associate Director

1 Attachment:

A. Procedure

Distribution:

MDDL 1

Oct 21, 1981

MMI 1620.1F
ATTACHMENT A

PROCEDURES

1. Directors/Managers of Offices/Laboratories will:

- (a) Appoint a Lock and Key Coordinator, if required. The Chief, Security Division, will be advised by memorandum of the name, telephone number, and office symbol of the appointee.
- (b) Develop internal procedures for requesting locks and keys and insuring that personnel leaving the organization turn in their keys.

2. Lock and Key Coordinators will:

- (a) Request locks and keys by memorandum to the Security Division. The location of lock installation, number of keys required, and full justification must be furnished.
- (b) Pick up and sign for keys in Room G38, Building 4200.
- (c) Account for all locks and keys issued to him for his area of responsibility and issue keys on hand receipt to individuals.
- (d) Conduct an annual physical inventory of keys and turn in keys no longer required.
- (e) Within 24 hours after a key is reported lost, forward a report of the loss in triplicate to the Security Division. The report will describe the circumstances of the loss, number of keys issued for the lock, whether or not there has been a compromise of security and contain a statement that continued use of the lock is or is not required and replacement is or is not required.
- (f) On MSFC Form 383 (Employee Clearance), clear all personnel who go on maternity leave, LWOP, resign, separate, or transfer.
- (g) Store keys in key-locked containers when not issued and not in his/her personal possession.
- (h) Affix an MSFC Form 825 (Building and Area Security) on or adjacent to all exterior doors and gates to areas to which access is not controlled.

Oct 21, 1981

- (i) Affix an MSFC Label 24 (Controlled Security Area) to all interior doors equipped with locks and all exterior gates and doors to areas to which access is controlled. Security personnel will open Controlled Security Areas only for persons listed on Label 24.
- (j) When a Lock and Key Coordinator's area of responsibility changes, coordinate through Security Division the turn in or transfer of keys to the succeeding Lock and Key Coordinator.

3. Chief, Security Division will:

- (a) Serve as custodian of the MSFC security lock system including stocking, installing, and removing locks, making and issuing keys, managing the master systems, and maintaining all elements of the system.
- (b) Review all requests for locks and keys, have locks installed, and issue keys. Requests not approved will be returned to the originator with an explanation as to why the request was not approved.
- (c) Maintain records of keys issued, locks installed and annually verify records by checking against annual inventory listings submitted by each Lock and Key Coordinator.
- (d) Determine initial requirements for locks for new buildings and fenced areas and have required locks installed.
- (e) Make periodic physical security surveys to insure that redundant locks are kept to a minimum, that areas requiring protection are properly secured, that proper labels are affixed to all doors with locks, and that installed locks not needed are removed and returned to stock.
- (f) Upon receipt of a lost key report, investigate the loss and prepare MSFC Form 595 (Security Report). One copy of the report is sent to the Lock and Key Coordinator and one copy is filed.

Oct 21, 1981

MMI 1620.1F
ATTACHMENT A

4. Key Holders will:

- (a) Protect keys in their possession and immediately report the loss of a key to the issuing Lock and Key Coordinator.
- (b) Use keys only for official business and allow only authorized individuals to use their keys.
- (c) Keep keys in a locked container when not in their personal possession.
- (d) Turn in all keys to the Lock and Key Coordinator upon leaving the organization.